

27 AUG 1971

Personnel 11

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Request for [ ] Barber Shop

25X

REFERENCE : Memo to DDS from D/NPIC dated 13 June 1971,  
Same Subject (DD/S 71-2479)

1. This memorandum submits two recommendations for your approval; such recommendations are contained in paragraph 3.

2. Referent request (copy of memo attached) was approved by the Assistant Deputy Director for Support on 23 June 1971 and contained the caveat "approval subject to completion of arrangements consistent with the agreements governing the Headquarters Building barber shop." Messrs. [ ] subsequently met with Mr. Edward O. Ellis, Director, Vending and Special Services, Government Services, Inc. (GSI), on 20 July 1971 to discuss the administrative aspects of setting up a barber shop in [ ]. Since we propose to move a chair from the Headquarters shop to [ ] Mr. Ellis estimates that the cost of such a shop would be approximately \$1,000. He favors an amendment to the current agreement, rather than a new agreement, and recommends we start negotiations with the General Services Administration. There is one significant difference from the existing arrangement that controls the Headquarters barber shop. As you know, the manager of the Headquarters barber shop pays GSI 13 per cent of the gross receipts; of this amount, GSI has been sending 6 1/2 per cent to the Agency's Employee Activity Association (EAA). Similar agreements, however, are now being written elsewhere for as much as 18 per cent of the gross receipts and is attributed to increased cost of barber shop equipment. Mr. Ellis indicated that while the 13 per cent is acceptable, he believes GSI will insist on retaining this per cent of the gross receipts until the equipment has been paid for. Thereafter, GSI will retain 6 1/2 per cent and EAA will receive a like percentage. Under the circumstances, we really cannot quarrel with the GSI position, and in the long run it is to our advantage to agree to this particular stipulation.

3. It is recommended that:

a. You sign the attached letter to Mr. J. F. Galuardi, Administrator, Region 3, General Services Administration, and

b. You approve our deferring receipt of 6 1/2 per cent of the gross receipts of the new shop until the initial equipment is paid for.

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

Atts

The recommendations contained in paragraph 3 are approved. *EXCEPT THE LETTER TO BE FROM S/LOG TO MR. INNAMORATI*

(signed) John W. Coffey

15 SEP 1971

John W. Coffey  
Deputy Director  
for Support

Date

Distribution:

- 0 - Return to D/Pers
- 2 - DDS Chrono (Subject)
- 2 - D/Pers
- 1 - DD/Pers/SP
- 2 - C/BSD/OP

OP/BSD/  as (25 August 1971)

Mr. J. F. Galuardi  
Administrator, Region 3  
General Services Administration  
7th and D Streets, S. W.  
Washington, D. C. 20407

Dear Mr. Galuardi:

On 29 October 1964 an agreement was entered into between General Services Administration and Mr. Kermit Scragg which authorized Mr. Scragg to operate a barber shop in the Central Intelligence Agency building, Langley, Virginia. This has proved a very satisfactory arrangement from an Agency standpoint and we believe equally so to Mr. Scragg.

We desire at this point to have the current agreement expanded to provide for a one-chair barber shop in the National Photographic Interpretation Center, [redacted]

[redacted] A representative of our Office of General Counsel has reviewed the agreement and is of the opinion that it can be amended to accomplish this proposal. Suitable space has been identified in [redacted] and we are convinced there are sufficient male employees at this location to adequately support a one-chair shop. We propose to move a barber chair from our Headquarters shop to [redacted] and have discussed this as well as the entire proposal with Mr. Scragg who is most interested in entering into such an agreement.

I am sure you are aware that there are various security aspects we must consider and these will be greatly simplified by an amendment of the current agreement. Mr. Scragg is fully aware of the security restrictions and internal policies under which we operate and his further utilization would insure coverage from our shop in the Headquarters building in the event the barber in [redacted] is absent.

AT  
AT  
AT  
Mr. [ ] has been selected as the Agency's Project Officer in this instance and is available to meet with your designee at any time concerning specific details. Mr. [ ] phone number is [ ] STA

We are most anxious to provide this additional service to our employees in [ ] and your early consideration of this matter would be appreciated.

Sincerely,

John W. Coffey  
Deputy Director  
for Support

Distribution:

- 0 - Addressee
- 2 - DDS - Chrono, (Subject)
- 2 - D/Pers
- 1 - DD/Pers/SP
- 2 - C/BSD

Originator: [ ] STA

Director of Personnel  
27 AUG 1971

AT  
OP/BSD/[ ]:jas (25 August 1971)

JWC

Attached is the letter  
to GSA that Jack Blake  
will sign about the  
barber shop for NPRE.

As we discussed, this  
seems quite appropriate  
(desirable) to me.

If you agree, please  
Poncar (sign) memo  
addressed to you. Then  
Dir/Log can forward  
letter to GSA. Thanks.

TJY

1 7 SEP 1971

Mr. A. W. Innamorati  
Assistant Commissioner  
Office of Buildings Management  
Public Buildings Service  
General Services Administration  
Washington, D. C. 20407

Dear Mr. Innamorati:

We wish to provide a one-chair barber shop in the National Photographic Interpretation Center,

We propose to move a barber chair from our Headquarters Building to Building  where suitable space has been identified.

We have discussed the above plan with your Mr. Robert D. Marcus and with Mr. Edward O. Ellis, Director, Vending and Special Services, Government Services, Inc. (GSI). We concur with Mr. Ellis' recommendation that the existing agreement concerning the Headquarters Barber Shop operation be amended to include the  shop. We also agree with his proposal that GSI retain the entire 13 percent of the gross receipts of the new shop until the equipment has been paid for. After that, GSI will send 6 1/2 percent to the Agency's Employee Activity Association.

Mr. , the Agency's project officer in this instance, is available at any time to meet with your designee or to furnish additional information if required. Mr.  telephone number is IDS code 143, extension

We would appreciate your assistance in providing the new service in  as soon as possible.

Sincerely,

Signed: John F. Blake  
John F. Blake  
Director of Logistics

✓ cc: DD/S,  
D/NPIC  
D/Pers

9-6-11

Hard!



says memo  
to GSA  
from DDS  
Adminis. is  
unnecessary  
"over-kill"  
Jan will handle act  
a lower level and admini  
me of action by  
mid-week -

P

June

BARBER SHOP FOR MPIC —

LUNDRIAL REQUESTED —

ITS BEEN FULLY STAFFED

OUT —

REC. YOU SIGN LETTER

of APPROVE DEFERRAL OF  
INCOME —

D

62 AUG 1971



|                              | UNCLASSIFIED  |  | CONFIDENTIAL |                | SECRET |
|------------------------------|---|--|--------------|----------------|--------|
| <b>OFFICIAL ROUTING SLIP</b> |   |  |              |                |        |
| TO                           | NAME AND ADDRESS                                    |  | DATE         | INITIALS       |        |
| 1                            | Deputy Director for Support<br>7 D 18, Headquarters |  |              |                |        |
| 2                            |   |  |              |                |        |
| 3                            |   |  |              |                |        |
| 4                            |   |  |              |                |        |
| 5                            |   |  |              |                |        |
| 6                            |   |  |              |                |        |
|                              | ACTION  |  | DIRECT REPLY | PREPARE REPLY  |        |
|                              | APPROVAL  |  | DISPATCH     | RECOMMENDATION |        |
|                              | COMMENT   |  | FILE         | RETURN         |        |
|                              | CONCURRENCE   |  | INFORMATION  | SIGNATURE      |        |

**Remarks:**

We assume the proposed barber shop in NPIC will average 200 haircuts per month. Based on this assumption and GSI's proposal that they retain 13 per cent of the gross until the equipment is paid for, EAA would begin receiving 6 1/2 per cent in approximately 18 months.

STAT



|                                      |             |
|--------------------------------------|-------------|
| <b>FOLD HERE TO RETURN TO SENDER</b> |             |
| FROM: NAME, ADDRESS AND PHONE NO.    | DATE        |
| Director of Personnel<br>5 E 56, Hq. | 27 AUG 1971 |

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for

Barbershop

FROM:

Director, NPIC

6N212

EXTENSION

NO.

DATE

15 JUN 1971

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.  
C/Admin Staff/DDI  
2F24 HQS

16 JUN 1971

2.  
Director of Personnel  
5E56 HQS

21 JUN 1971

3.  
Deputy Director for Support  
7D18 HQS4.  
OP/BSO  
5E61 HQS

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

after approval

2 - 3:

1. The attached request from D/NPIC requests that we negotiate an amendment to the present Headquarters Barbershop contract to provide a barbershop for employees working in

2. We have been working with NPIC officials on this matter for some time and will work with them in perfecting the contract with GSI. Also, we will want to insist that the same financial arrangement in force with GSI concerning the barbershop in the Headquarters Building applies to the proposed barbershop at NPIC, namely, a share of the proceeds reverts to EAA.

3. I recommend that the Deputy Director for Support approve this request.

Acting Director of Personnel

71-2479

NFIC/D-183-71

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Chief, Administrative Staff, DBI  
Director of Personnel

SUBJECT : Request for [ ] Barbershop

25X

1. This memorandum contains a recommendation in paragraph 5 for the approval of the Deputy Director for Support.

2. The management of the National Photographic Interpretation Center (NPIC) is keenly aware of its responsibility for the safety, morale and well being of the nearly [ ] Agency and Department of Defense employees who are assigned to [ ]. Because of this awareness, we have continually reviewed the services and facilities which are necessary to support our large workforce and have provided among other things: a building cafeteria, physical fitness room, credit union branch and a complete employee activity program. During the past few months we have become convinced that there is also a very real need to provide a barbershop in [ ] for our employees.

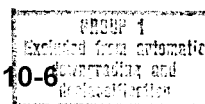
25X

3. There are over [ ] male employees in [ ] and it is impossible for them to obtain barber service within a reasonable distance from their offices because of our physical location. The problems our employees experience in parking on the streets of [ ] have been documented in the past and are indicative of what would be faced in seeking such service in this area. Recognizing that barbershops have been provided in government buildings for other employees, we have held initial discussions regarding our situation with the Benefits and Services Division, Office of Personnel; the Logistics Services Division, Office of Logistics; and with Mr. Edward O. Ellis of Government Services Incorporated (GSI). We have also located suitable

STA

25X

CONFIDENTIAL



**CONFIDENTIAL**

SUBJECT: Request for [ ] Barbershop

25X1

space on our first floor which can be modified at minimum expense for use as a barbershop.

4. It is our opinion, and that of the GSI representative, that a barbershop for [ ] can best be provided by amending the present contract for the Headquarters barbershop. If a new contract were to be written instead, Mr. Ellis indicates that the General Services Administration would require him to conduct open bidding. This would result in unnecessary administrative and security complications. There are several minor administrative matters that will have to be worked out with GSI, including the profit ratio for the new facility, the type of equipment to be installed and the amortization schedule for the equipment. It is believed, however, that these kinds of details can be resolved to mutual advantage.

25X1

5. In view of the need for barber services in [ ], approval is requested for appropriate DDS officers to negotiate an amendment to the present GSI contract to provide a [ ] barbershop.

25X1

STA

[ ]

ARTHUR C. LUNDAHL

Director

National Photographic Interpretation Center

[ ]

CONCUR:

Chief, Administrative Staff, DDI

6/17/71  
Date

[ ]

21 JUN 1971

Acting Director of Personnel

Date

APPROVED:

Deputy Director for Support

Date

Distribution:

- Orig - OP/BSA (after approval)
- 2 - DDS
- 1 - Admin Staff/DDI (after approval)
- 1 - D/Pers (after approval)

\*Approval subject to completion of arrangements consistent with the agreements governing the Headquarters Building barber shop.

- 1 - NPIC/SS (after approval)
- 1 - NPIC/SS/LB (after approval)

**CONFIDENTIAL**

23 June 1971

NOTE FOR: Mr. Wattles

Space is available. It will be a one-chair shop. The chair will be taken from Headquarters Building shop and moved to NPIC.

NPIC Log Officer says water is nearby--plumbing will not be a problem.

NPIC will pay for installation costs.

Apparently there has been some problem convincing GSA that a shop in [ ] will pay. They seem to have acquiesced.

I have not pulled our file on the headquarters shop from Records Center to see, but [ ] assures me that DD/S has all the authority he needs to grant this approval.

It would be helpful to OP if your approval carried a caveat to the effect that: "Approval subject to completion of arrangements consistent with the agreements governing the Headquarters Building barber shop." This will take care of [ ] note on the routing sheet but allow them the flexibility they would like to have in dealing with NPIC and GSI.

